

**Department of Veterans Affairs
Office of Inspector General
Washington, D.C.**

VACANCY ANNOUNCEMENT

Announcement Number: OIG-01-MJ- 57
Position Title/PP/Series/Grade: AUDITOR, GS-511-5/GS-511-7/GS-511-9/GS-511-12/GS-511-13
Salary: GS-05: \$24192 to \$31454; GS-07 \$29966 to \$35051; GS-09 \$36656 to \$47648;
GS-11: \$44352 to \$57656; GS-12 \$53156 to \$69099; GS-13 \$63211 to \$82180.
Positions are located throughout the Country, therefore these salaries do not include the locality payment.
Promotion Potential: GS-0511-13**
Position Location: Office of Inspector General
Office of Audit, Central Office and Regional Audit Operations Divisions
Washington, DC and Field Regional Audit Operations Offices
Relocation Expenses: PCS Relocation Expenses are Not Authorized
Area of Consideration: **CURRENT VA-OIG-Status Employees Only**
Issue Date: November 8, 2001
Closing Date: November 16, 2001
Point of Contact Marijane Wenzler (202) 565-8954

NOTES: Positions are excluded from the AFGE Bargaining Unit and have known promotion potential to GS-0511-13. This vacancy announcement is a solicitation for applications from current OIG employees for competitive promotion consideration for the new journey-level for Auditors, GS-0511-13 that was raised based on the new position descriptions that were prepared, evaluated, and classified using the new Auditor Classification Standards. It does not however, restrict the right to consider or select applicants from any other special appointing authorities. **Per MP5 Part 1 Chap 335, Section C Para (8a) 6(a) selection does not guarantee promotion to the target grade. (b) All legal and regulatory requirements for promotion to the next higher grade must be met. (c) Subsequent promotion to the next higher grade is dependent on the selected individual's demonstration of the ability to perform the duties of that grade to the satisfaction of the supervisor and the availability of enough work at the next higher grade to support that target position.

EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors, which are prohibited by law.

DUTIES: The incumbent performs a wide range of duties, usually as a member of a project team that reviews VA programs and functions. Duties at the intervening grade levels are established for GS-05, GS-07, GS-09, GS-11 with independent work, GS-12 Auditor with independent complex work, and GS-13 Auditor with leading complex audits. Duties at the intervening grade levels are less complex and will be performed with more supervision than at the full performance level, and more complex duties with less supervision will be assigned at each intervening grade level. Work at the full performance level is usually performed as a senior member of a project team or specific projects, or as the lead auditor for overseeing the activities of a project team. Performs complex assignments, including reviews of programs or functions to assess issues such as compliance with laws, regulations, and directives; the adequacy of internal control systems; the effectiveness and efficiency of operations; or the ability of management to achieve program results. Independently conducts comprehensive surveys of programs and activities to determine the nature of review areas and the extent of controls designed to achieve established objectives and to prevent or deter fraud, waste, and mismanagement. Determines the major objectives of assignments and prepares work programs identifying the scope, objectives, work steps, timeframes, and other factors. Reviews program and operational effectiveness through the application of a comprehensive knowledge of auditing standards, procedures, and practices. Uses the most effective and efficient means to complete work, including statistical sampling, automated data processing, and other advanced techniques. Acquires, analyzes, and appraises evidence used as a basis for project findings, conclusions, and recommendations. Prepares significant portions of the draft project report for assigned review areas, describing findings, conclusions, and recommendations. May assist the project manager in compiling, reviewing, and editing the overall draft report. Completes working papers that fully support all findings, conclusions, and recommendations, in accordance with OIG requirements and applicable professional standards. As assigned, serves as the lead auditor for a team of auditors and management analysts.

QUALIFICATION REQUIREMENTS: Applicants must have completed a four-year course of study in an accredited college or university that meets requirements for bachelor's degree in accounting; OR bachelor's degree that included 24 semester hours in accounting; OR equal combination of experience and education that included 24 semester hours in accounting.

IN ADDITION TO THE BASIC REQUIREMENTS, applicants must have 1 year of specialized experience, equivalent to at least the GS-05 level for GS-07, GS-07 for GS-09, GS-09 for GS-11, GS-11 for GS-12, and GS-12 for GS-13 in the Federal service which is professional auditing experience and is defined as non-routine auditing work that required and was characterized by (1) professional knowledge of accounting; (2) professional ability to apply such knowledge in business or government accounting; and (3) positive continuing development of professional knowledge and ability. Such experience must demonstrate you possess the knowledge, skills and abilities necessary to do the work. All qualification and time-in-grade requirements must be met by the closing date of the announcement.

POSITION KNOWLEDGE, SKILLS, AND ABILITIES (RATING FACTORS):

Applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's on their application.

1. Mastery knowledge of professional auditing and evaluation standards, procedures, and practices, maintained through continuing education, and understanding of the theories and principles of organization and management, sufficient to conduct difficult and complex assignments that involve a variety of programs, functions, and systems.
2. Knowledge of appropriate quantitative and qualitative analysis and review methods, data gathering techniques, including computer applications and analysis of automated data base information, required to conduct assessments of complex program and functional areas to determine effectiveness and efficiency.
3. Knowledge and ability to conduct broad, complex review assignments involving major management aspects of programs, systems, and functions, including financial and compliance audits projects or reviews of agency facilities, programs, policies, or procedures that involve reviews of activities in different locations and at various organizational levels
4. Skill in written communications to independently prepare and provide a variety of written presentations, documentations, and reports that are clear, concise and logical. Skill in oral communications to independently prepare and provide a variety of briefings and presentations to diverse groups comprised of officials at various organizational levels.
5. Ability to provide assistance to junior auditors and management analysts as needed, and to serve as a lead auditor for project teams.

APPLICATION PROCEDURES: Applicants must submit the following documentation to be considered for the position:

1. VA Employees submit an Application for Promotion or Reassignment (VA Form 4078) by the closing date of the vacancy.
2. A current, signed SF-171 "Application for Federal Employment", or OF-612 "Optional Application for Federal Employment" (indicate announcement number in Block #1), or a resume that includes all information required by the OF 612; and
3. A copy of a current SF-50-B, "Notification of Personnel Action"; that reflects the change to your current grade/step; and
4. A copy of the most recent Annual Performance Appraisal and associated Performance Standards; and
5. Responses reflecting specific examples that demonstrate your possession of the Rating Factors above. Applicants will not receive credit for simply paraphrasing the factors. Bond paper may be used or any appropriate form may be used.

NOTE: Application forms are available at <http://www.va.gov/forms/index.html>

Applications may be provided via any of the following methods:

Send by regular mail service to:	Send via courier (FEDEX, etc.) to:	Handcarry to:
Department of Veterans Affairs Office of Inspector General Attn: Marijane Wenzler (53D3) 810 Vermont Avenue, NW Washington, DC 20420	Department of Veterans Affairs Office of Inspector General Attn: Marijane Wenzler (53D3) 801 I Street, NW Washington, DC 20001	Office of Inspector General Marijane Wenzler (53D3) Room 1160 801 I Street, NW Washington, DC 20001

APPLICATION RESTRICTIONS, EVALUATION METHODS, AND OTHER GUIDANCE:

1. Documents above must be received or postmarked by the closing date of the announcement.
2. Applicants who fail to comply with all application procedures or who do not submit complete documentation will not be considered.
3. In accordance with 18 U.S.C. 1719 and U.S.C. 3201, use of postage-paid government envelopes for filing job applications is a violation of federal law and regulations. Applications submitted in postage paid government envelopes will not be considered.
4. Work may require approximately 15% to 40% travel.